

City of Cincinnati



Date: September 12, 2003

FOR YOUR INFORMATION

To: Mayor and Members of City Council
From: Valerie A. Lemmie, City Manager
Copies to: David J. Krings, County Administrator

Subject: **CONVENTION CENTER EXPANSION: PROGRESS REPORT #8**

This bimonthly report is the latest progress report on the Convention Center expansion and renovation. This report is forwarded to Mr. Krings in order to keep the County informed of the project's progress. In addition, members of the Convention Facilities Authority also receive the report along with other interested stakeholders.

1. Convention Facility Authority

The CFA held their last meeting on September 5th. Minutes are attached. Staff provided an update on the financing plan actions the CFA will need to take to issue the bonds this fall. The CFA will be meeting again in October to take actions necessary prior to issuance of bonds.

2. Project Financing Plan Status

- A. Quarterly, the City will attach a Project Financing Plan Status report to update the project's revenues and expenditures. Attached is the Project Financing Plan Status report as of June 30, 2003. The hotel/motel tax collections are lower than initially projected because of the impact of the war in Iraq on travel. If current revenue trends continue, the City and the County hotel/motel tax revenues will be lower than projected by several hundred thousand dollars this year. These lower tax revenues could affect the structure of the debt issuance.
- B. As part of the City/County/CFA MOU, the City agreed to guarantee payment of the subordinated bonds. When collections are less than anticipated, the result is the potential for the City to be required to make additional payments from City sources to retire the bonds. In addition, if there are insufficient funds to complete the Center, the CFA will need to borrow additional amounts as part of the subordinate bonds. This action could also result in invoking the City guarantee with the City being required to make additional payments from City sources to retire the CFA subordinate bonds.

- C. City staff is working with bond counsel, underwriters counsel and the financial advisor to implement the steps needed for the CFA to issue the senior and subordinate bonds. The issuance is tentatively scheduled for mid November.

3. Project Management

- A. City staff have reached an agreement with Cinergy for a chilled water substation within the Convention Center. The City Administration expects to submit an ordinance to City Council this month authorizing the City Manager to enter into such an agreement. The agreement will result in a capital savings of \$370,000 to the project. These savings are offset by a higher annual operating and maintenance charge to run the chilled water system, which is mitigated by improved chilled water service and other operating efficiencies.
- B. At the completion of the design development phase, the project is on time and within budget. Please see attached design development budget.
- C. The construction documents phase is underway, 40% complete, and on schedule for bidding out the project later this year. The anticipated bidding schedule is attached and has been posted on the City's web site.
- D. The Urban Design Review Board will be meeting on Tuesday, September 16th at 4 PM to review the design refinements.

4. Corporate Contributions

The project will be receiving \$10 million in corporate contributions over the five-year life of the design/construction period (2002-2006). Companies are now paying their second installments. At this time, cash contributions of \$2.88 million have been received from 13 companies. The total corporate contribution will be \$10 million.

5. Public Information

- A. Information on the completed Design Development was distributed to all project stakeholders and GCCVB customers. This information can be accessed through the following website: <http://www.cincinnati-oh.gov/entsrv/pages/-4796/>
- B. The public information team is also assisting in publicizing ongoing SBE outreach programs.

6. WCPO Relocation

The construction of the new WCPO facility is on schedule for completion by June 2004.

7. Commitment from the State

The local stakeholders are developing a strategy to obtain State Capital Improvement Funds in the 2004 State Capital Budget. There is no set state allocation because of uncertainty of Ohio finances. Achieving the desired \$15 million remains a difficult challenge.

8. Equity Fund Loan

The CFA has approved the Equity Fund letter of intent at their organizational meeting on February 28, 2003. A formal agreement between the Cincinnati Equity Fund and the Convention Facilities Authority is in the process of being developed.

9. Naming Rights

The City has retained legal counsel, Bricker & Eckler LLP, to assist with the Cinergy naming rights contract development. City and Cinergy discussions continue and have focused on energy related questions. It will be important to obtain an agreement soon. Without the agreement, the amount of the subordinate bonds to be issued by the CFA will need to be increased by \$12 million to ensure that there are sufficient funds to complete the renovation and expansion of the Center. The agreement could then follow.

10. SBE Commitment

- A. SBE outreach meetings were held with prospective trade contractors on July 22, August 7, and September 9, 2003. The schedule of SBE outreach program meetings through the end of 2003 is attached. Efforts are now focused on facilitating SBE participation in construction bids.
- B. The project team has continued to track SBE participation. Out of the 45 vendors working on the project, 22 are SBEs. The percentage participation of the Program Manager, Construction Manager and the Architect/Engineer contracts as of June 30th are 26.6%, 27.3% and 4.2% respectively. The Architect/Engineer participation is relatively low primarily because a majority of the invoiced expenses through June 30th from the architects and engineers designing the project based outside of Cincinnati and Hamilton County. The SBE percentages will increase now that the project enters the construction document phase and the following construction phase when local participation is maximized.

THR:lyr

**Hamilton County
Convention Facilities Authority (CFA)
Meeting Minutes**

To: Board Members, Hamilton County Convention Facilities Authority
From: Timothy H. Riordan, Secretary to the Board
Subject: Meeting #3: September 5, 2003

CFA Members present: Paul Brehm, Nat Comisar, Larry Grypp, Virgil Lovitt, Daniel Meyer, Mark Schutte, James Sumner, Kathryn Wagner

Absent: Eric Kearney, Gwen McFarlin, Derrick Parham

Also present: Tim Riordan, Eric Stuckey, Bill Moller, Roger Friedmann, Dave D'Avignon, Dale Lewis, Lea Eriksen, Rich Dilley, Tim Offtermatt, Paula Knecht, Pat King

1. Call to Order.

The meeting of the Hamilton County Convention Facilities Authority was called to order by Chairman Dan Meyer at 11:45 a.m.

2. Approval of Minutes

The minutes were reviewed and approved unanimously.

3. Action on CFA Resolutions

Resolution to Confirm Acquisition of Liability Insurance

This resolution confirms in writing the verbal motion approved at the prior meeting. The resolution passed unanimously.

4. Summary of Agreements and Leases

Roger Friedmann and Dave D'Avignon presented a summary of the major agreements and leases (Attachment 1 and below), which will need CFA approval prior to bond issuance. It was agreed that these documents would be provided to the CFA members in advance of the next meeting to allow sufficient time for review.

5. Update on the Convention Center Expansion and Renovation Project

Rich Dilley, URS Program Manager, presented an update on the progress of the design and implementation of the facility. His report (Attachment 2) included progress on the design development, construction document development, other project related achievements, and an indication of future milestones. He also presented the Design Development budget as it compared to the Schematic Design budget. The overall program budget is still \$145 million and it showed an increase of \$385,000 in owner's project contingency. Also attached was a table showing the time frame for the bidding and awarding of contracts.

6. Briefing on Action Items Required of the CFA to issue Bonds

Bill Moller and Tim Offtermat the financial advisor from A.G. Edwards presented a schedule (Attachment 3) for the actions and steps needed to issue bonds for the construction of the Convention Center Renovation and Expansion. The plan is to issue bonds sometime between in late October/early November.

7. Update on Project Finances

Tim Riordan presented a summary of the project actual expenses and revenues through June 30, 2003 and actual compared to projected hotel/motel tax receipts through June 20, 2003 (Attachment 4). This showed that the hotel/motel tax receipts are about \$235,000 below the projected amount.

8. Next Meeting.

The next business meeting is scheduled for Friday, October 10, 2003 at 11:30 AM in Room ____ of the Cincinnati Convention Center. In the case that the documents are not ready in time for adequate review by CFA members, an alternative meeting date is scheduled for Friday October 17, 2003 at 11:30 AM in Room ____ of the Cincinnati Convention Center.

Summary of Agreements and Leases

For The Renovation, Expansion And Equipping Of The Convention Center.

CFA Business Meeting – September 5, 2003

Executive Summary

The MOU anticipates two basic agreements, two lease agreements, and various ancillary agreements. The two basic agreements are (1) **the Cooperative Agreement** for the convention center project and (2) **the Project Service Agreement**. These agreements currently are in draft form. They were written by Squire Sanders, the city's bond counsel. They are being reviewed by city, county and CFA attorneys. A detailed summary of these two documents follows below.

The two leases are: (1) **the Ground Lease** - the lease of the project site from the city to the authority; and (2) **the Facilities Lease** - a lease back to the city from the authority of the Convention Center. These leases are not yet written. They will be written by Peck, Schaeffer and Williams, the authority's bond counsel. These leases are noted in the following summaries of the Cooperative Agreement and of the Project Service Agreement.

Ancillary agreements include a naming rights agreement and such agreements as are necessary to evidence the City's commitment to make up any shortfall in Revenues available for payment of Bond Service Charges on the Second Lien Bonds (as per paragraph 8 of the MOU expansion plan.)

I. Summary of the Cooperative Agreement for the Convention Center Project

Parties: City of Cincinnati, Hamilton County and Convention Facilities Authority.

Purpose: Implements, amends, and supercedes the City/County/Authority's 9/30/02 Memorandum of Understanding (MOU).

Term: From date of delivery to final retirement of the Bonds and the Authority's satisfaction of any obligations related to the Bonds.

A. The Authority

Authority is exclusively a financing agency. It has no right or responsibility to construct, equip, operate or maintain the Center; has no employees; will use the administrative services of the City and of the County; and will use the legal services of the County.

The Authority agrees to:

- Enter into a Project Service Agreement with the City for acquisition, construction and equipping of the Center.
- Lease the Project Site from the City.
- Issue bonds to finance the Project by 11/12/03. Secure the Bonds with an Indenture (between Authority and a Corporate Trustee), to finance the acquisition, construction and equipping of the Center. The Indenture will pledge/assign payment of Bond Service Charges.
- Lease the Convention Center to the City
- Retire the City Bond Notes on Closing Date (the earliest date of original issue and delivery of Bonds) and to deposit/apply proceeds to Indenture. Prior to Closing Date revenues will be paid to City and deposited as outlined below.

B. The City

The City will acquire, construct and equip the Project. The Project is the renovation, expansion and equipping of the Center.

The City agrees to:

- Lease the Project Site and Pre-Existing Facilities to the Authority by Ground Lease. The basic term of the lease will end at the time of the Hotel Tax

Termination Date. *Project Site* is the real property, plus any land additions, minus any land removals. The *Pre-Existing Facilities* are the structures on project site prior to expansion.

- Lease the Center, by Facilities Lease, *from* the Authority and agrees to operate, maintain and provide capital improvements to the Center. *Project Facilities* are the pre-existing facilities, the additional improvements (including the renovated and expanded Pre-Existing Facilities), and the furnishing and equipping of the Center.
- Negotiate Naming Rights Agreements and contribute proceeds (+ investment earnings) to Project within 5 days of receipt.
- Enter into such agreements as are necessary, effective on the date the Second Lien Bonds are issued, to evidence the City's commitment to make up any shortfall in Revenues available for payment of Bond Service Charges on the Second Lien Bonds.

Financial contribution to Project:

- Will contribute by allocation \$1.0 million annually beginning in 2003 and ending in 2033.
- Issued \$15,100,000 bond anticipation notes for costs associated with the Project.
- Contributed \$300,000 to GCCVB from the proceeds of its 1.5% hotel excise tax.
- Will apply proceeds of its 1969's 1.5% hotel excise tax to operate, maintain and improve the Center. Application of the tax proceeds will continue even if City ceases operation of Center.
- Contribution from 9/30/02, 1% hotel excise tax:

From its commencement the 1% tax revenues (+ net investment earnings) will be deposited in a *City Project Fund* until the Bond Closing Date. On Closing Date the balance will be transferred to the Trustee for deposit/application to Indenture. After the Closing Date the City will make quarterly payments to the Trustee. The City agrees to be a party to the Indenture to secure its 1% tax contribution pledge

- Contribution of City's 1.5% hotel excise tax:

After the Closing Date the City will make quarterly payments to Trustee of all proceeds (+ net investment earnings) for deposit/application to Indenture. Payments will continue from Closing Date to Tax Contribution Date.

- **Misc. Comments:**

City Project Fund – Trust fund established by this Agreement

The City Operating Fund - Trust fund established by this Agreement.

Pro-Forma, attached to Agreement, will be replaced on Closing Date to reflect actual Bond Service Charges on the bonds.

C. The County

The County will provide administrative and legal services to the Authority and will take no action to dissolve/terminate its existence.

Financial contribution to the Project:

- **Contribute \$250,000 annual appropriation each January 31, beginning in 2005 and ending 2034.**
- **Contribute proceeds from its 9/25/02, 3.5% hotel excise tax (+ net investment earnings) for deposit in the City Project Fund. After the Closing Date through Tax Contribution Termination Date (the date the bonds have been paid off) revenues will be deposited quarterly to the Trustee for deposit/application to the Indenture. Agrees to be a party to the Indenture for purpose of securing its pledge of it 3.5% hotel excise tax contribution.**

II. Summary of the Project Service Agreement

Parties: Authority and City

Purpose: Supplements the 7/30/03 City/Authority *Agreement for Convention Center Renovation and Expansion Design and Pre-Construction Services*.

Provisions:

Authority is exclusively a financing agency. It has no right or responsibility to construct, equip, operate or maintain the Center; has no employees; will use the administrative services of the City; and legal services of the County.

The Authority and City agree to enter into a *Ground Lease* and a *Facilities Lease*.

a) *Ground Lease* - The City agrees to lease the Project Site and Pre-Existing Facilities to the Authority. The basic term of the lease will end at the time of the Hotel Tax Termination Date. *Project Site* is the real property, plus any land additions, minus any land removals. The *Pre-Existing Facilities* are the structures on project site prior to expansion.

b) *Facilities Lease* - The City agrees to lease the Center from the Authority and agrees to operate, maintain and provide capital improvements to the Center. *Project Facilities* are the pre-existing facilities, the additional improvements (including the renovated and expanded Pre-Existing Facilities), and the furnishing and equipping of the Center.

The City agrees to Construct, improve, equip and furnish the Project. The City's financial obligations to the Project are limited and payable solely from Available Revenue.

Available Revenues are City, County, GCCVB and Local Contributions and any other gift or payment for the Project.

Project Accounts/Disbursements:

- The City will establish a City Project Fund and a City Operating Fund to be held separate and distinct from other City funds.

City Project Fund - After the Closing Date the balance in the Project Fund will be transferred to Trustee for deposit in the Trustee Project Fund.

City Operating Fund - Money in the City Operating Fund will be used by the City to make Service Payments and pay the costs of operating and maintaining the Center.

- Trustee Project Fund – Proceeds from sale of Bonds to provide funds for payment of Project costs. The Authorized City Representative must on approved form, for approved Project expenditures, certify payments from the Account.
- Disbursements from the Trustee Project Fund (by the Authority) and from the City Project Fund (by the City) may be used to pay reasonable expenses related to insurance, taxes, escrow fees, recording/title fees and Project leasing costs; cost associated with the acquisition, construction and equipping of the Center; and, financial, legal and other professional fees.
- After Completion Date and after payment of authorized Project costs any money remaining in the Account shall be applied to the Indenture to retire the Bonds.
- Any balance in the City Account, after the Completion Date and the completion of all obligations, shall be returned to the City.
- In the event of contractor default payments, funds recovered prior to the Completion Date and prior to the Closing Date will be paid to the City and deposited into the City Project Fund. Funds received after the Closing date to be deposited into the Proceeds Account.

Cincinnati Convention Center Expansion and Renovation

Project Status Report

For
Convention Facilities Authority
September 5, 2003

Current Status of the Project:

Design Development:

- Design Development Documents were completed and two independent estimates were generated by the A/E team estimators and the CM estimators. The estimates were jointly reconciled with one another in June resulting in the DD budget attached to this report.
- The Design Development design presentation was given to the Urban Design Review Board, CFA members, Hamilton County Commissioners, and City Council members on July 9th.

Construction Document Development

- Construction Document development is the next phase of design completion. This phase of design began in June and is scheduled for the first major printing at 50% complete on September 15th.
- The CD phase of design represents the handoff of the design effort from the national design firm LMN, to the local A/E team, Cincinnati Architects Collaborative. Monthly coordination and progress meetings are scheduled throughout the remainder of Construction Document development.
- The Construction Document design updates will be presented to the Urban Design Development Review Board on September 16th at 3:00 PM.
- Construction documents are scheduled to be completed for advertisement and bidding beginning in November of this year.

Other Achievements:

- The Owner Controlled Insurance Program application for Workers Compensation coverage has been reviewed with the State Bureau and is expected to be finalized later in September. The OCIP broker has advertised for placement the workers compensation and general liability insurance coverage to the insurance carrier market as of September 2nd.
- Concurrent with Construction Document development, the contract boiler plate, general conditions, special conditions and Division 1 of the contract documents have been drafted. Final coordination among the design team, the City's Purchasing and Law Departments and the Small Business Enterprise Program will be complete by the end of September.
- Small Business Enterprise outreach efforts, the public information program and customer information programs have continued with SBE outreach events conducted in June, July and August. Future events are planned each month through the end of this year.
- The project team continues to meet periodically with the GCCVB, Convention Center management and convention event planners to review booked events to assure their accommodation during building renovation.
- The printing services contractor has been selected for the project. A RFP for the materials testing and owners special inspections contract has been issued with proposals due September 24th.

Future Milestones:

- The initial construction bidding will begin in November of this year. Two more bid packages will be released in December with the final bids taken in February of 2004. The attached Bid Package Schedule provides dates and contract breakdown as currently planned.
- Construction contracts will be awarded and construction work begins in April of 2004.
- Relocation of WCPO TV begins in May of next year with demolition of the building scheduled in June 2004. WCPO's new building at their future location remains on schedule at this time.

Cincinnati Convention Center Expansion and Renovation

DD RECONCILIATION vs BUDGET

August 29, 2003

Construction Start April 2004

Construction End July 2006

	Schematic Design	
	Program Budget	DD Reconciliation
HARD CONSTRUCTION COSTS		
Expansion / Renovation / Reconfiguration Construction Cost	\$ 80,778,000	\$ 81,142,000
Renovation Temporary Conditions	\$ 7,920,000	\$ 8,042,000
Sitework Allowance	\$ 620,000	\$ 1,108,000
Direct Construction Cost	\$ 89,318,000	\$ 90,292,000
Escalation to April 2004	\$ 2,347,000	\$ 1,882,000
TOTAL HARD CONSTRUCTION COSTS	\$ 91,665,000	\$ 92,174,000
Construction Manager Staffing	\$ 4,220,000	\$ 4,220,000
Construction Manager Fees & Reimbursables	\$ 3,780,000	\$ 3,780,000
Capital Contribution to CInergy for Chilled Water	\$ -	\$ 900,000
Project Reimbursements	\$ -	\$ (1,400,000)
TOTAL CONSTRUCTION BUDGET	\$ 99,665,000	\$ 99,674,000
PROJECT SOFT COSTS		
Owner's Construction Change Order Contingency	\$ 5,129,000	\$ 5,008,700
Land Acquisition, Remediation, Demolition, Relocation, Roadwork	\$ 10,933,200	\$ 10,933,200
Environmental Impact Study of I-75 Air Rights	\$ -	\$ -
Furniture, Fixtures & Equipment Allowance*	\$ 4,000,000	\$ 3,865,000
Telecom / Computer Systems Allowance	\$ -	\$ -
*A/E Fees & Reimbursables	\$ 11,715,000	\$ 11,743,000
Testing & Permits	\$ 1,005,000	\$ 882,000
Off-site Construction Worker Parking Allowance	\$ 500,000	\$ 468,000
Owner Project Administrative Expenses Allowance	\$ 4,271,800	\$ 4,271,800
Reproduction Costs	\$ 375,000	\$ 375,000
Temporary Utility Consumption Costs	\$ 406,000	\$ 394,000
Owner Controlled Insurance Program	\$ 3,500,000	\$ 3,500,000
Owner's Project Contingency	\$ 3,500,000	\$ 3,885,300
TOTAL PROGRAM BUDGET	\$ 145,000,000	\$ 145,000,000

* FF&E contains \$170,000 in A/E fees

** Food Service Vendor \$1.2m

Boiler Rehab Funds \$200k

URS/ProjDel

Convention Facilities Authority of Hamilton County, Ohio
Hotel Tax Revenue Bonds; Series A and B, 2003
Tentative Time Schedule

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

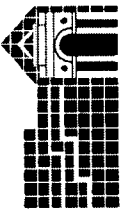
October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 8-Sep** Draft of Trust Indenture, Cooperative Agreement, Service Agreement circulated for City and County comment.
- 12-Sep** Draft Trust Indenture, Ground Lease, Facilities Lease, circulated to Financing Team for comment.
- 19-Sep** Second drafts of Trust Indenture, Ground Lease, Facilities Lease, distributed to Financing Team.
- Request for proposal for Bond Trustee distributed.
- 23-Sep** Meeting of the Financing Team in Cincinnati to discuss financing documentation, financing structure, and draft bond rating and bond insurance company presentation documentation.
- 26-Sep** Send credit packages to bond rating agencies and bond insurer candidates.
- 3-Oct** Proposals from Bond Trustee candidates due.
- Bond resolution and resolution to approve financing documentation including Bond Purchase Agreement, together with the execution form of the Cooperative Agreement and the Project Service Agreement, are considered by the Board of the CFA.
- Board approves selection of Bond Trustee.
- 7-Oct** Rating agency presentations (Moody's Investors Service and Standard & Poor's, Inc.).
- 10-Oct** Final form Preliminary Official Statement, Trust Indenture, Ground Lease, Facilities Lease, and available.
- 15-Oct** Bond ratings received.
- 16-Oct** Bond insurance bids received.
- 17-Oct** Preliminary Official Statement distributed to prospective bond investors.
- 22-Oct** Bonds offered to the public, interest rates set, Bond Purchase Agreement executed with underwriters, Official Statement finalized
- CFA able to certify availability of funds for construction.
- 4-Nov** Close bonds, funds wired.

Convention Center Expansion Financing Plan - Status

As of June 30, 2003



Cost	Original Total	Expenditures as of 6/30/03	Comments
Estimated project cost	\$145.0 million	\$12.0 million	
Estimated project contingency (unfunded)	<u>\$15.0 million</u>	<u>\$0.0</u>	
Estimated total cost	\$160.0 million	\$12.0 million	

	Original Total	Funds as of 6/30/03	Comments
Construction Period Funding			
Financing Authority Senior & Subordinate Debt (30 year)	\$110.0-115.0 million	\$15.0 million	These are bond anticipation notes issued by the City. CFA to pay back the City.
Corporate Investment	\$10.0 million	\$2.06 million	
Equity Fund Investment	\$10.0 million	\$0.0 million	
Naming Rights	\$12.0 million	\$0.0	
Hamilton County Initial Contribution	<u>\$1.75 million</u>	<u>\$1.75 million</u>	
	\$143.75-148.75 million	\$18.81 million	

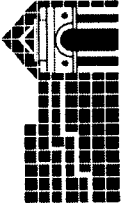
	12/1/2002 - 12/31/2003	Revenues as of 6/30/03	Comments
On-going Revenue Sources			
New County Hotel/Motel Tax - 3.5%	\$5.0 million	\$2,528,074	
New City Hotel/Motel Tax - 1.5%	\$1.2 million	\$548,249	
New City Hotel/Motel Tax - 1.0%	\$0.73 million	\$365,500	
City of Cincinnati Additional Contribution	\$1.0 million	\$0	
Hamilton County Annual Contribution (\$0.25 million beginning in 2005)			

Hotel/Motel Tax Collection Projections

	County 3.5%			City 2.5%			Total		
	2003 Projected	2003 Actual	(Shortfall)/ Surplus	2003 Projected	2003 Actual	(Shortfall)/ Surplus	2003 Projected	2003 Actual	(Shortfall)/ Surplus
1st Quarter	1,073,000	997,000	(76,000)	398,000	368,000	(30,000)	1,471,000	1,365,000	(106,000)
2nd Quarter	1,345,000	1,275,000	(70,000)	516,000	457,000	(59,000)	1,861,000	1,732,000	(129,000)
Total	2,418,000	2,272,000	(146,000)	914,000	825,000	(89,000)	3,332,000	3,097,000	(235,000)

Convention Center Expansion Financing Plan - Status

As of June 30, 2003



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	\$143.75-148.75 million	\$18.81 million	

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Cincinnati Convention Center Expansion and Renovation

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* FF&E contains \$170,000 in A/E fees

** Food Service Vendor \$1.2m

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URS / ProjDel

CINCINNATI CONVENTION CENTER EXPANSION & RENOVATION PROJECT

DRAFT - Bid Package Breakdown & Package Release Schedule

9/12/2003

Bid Package "A"	Bid Package "B"	Bid Package "C"	Bid Package "D"	Dates
WCPO Building Demolition, MEP Major Equipment, Expansion Earthwork, Utilities, Foundations	Structural Steel	Renovation/Expansion	Expansion Enclosure, Concrete, Interiors & Finishes	First Advert.
11/04/03	12/02/03	12/23/03	02/10/04	02/17/04
11/11/03	12/09/03	01/06/04	02/17/04	03/19/04
12/11/03	01/15/04	02/02/04	03/19/04	04/15/04
01/09/04	02/11/04	02/27/04	04/15/04	Award
TC-02A Mass Demolition - WCPO Building, SW Corner, Existing West Wall	TC-05A Structural Steel (E&R)	TC-01B Gen Trades-Stair & Rail at 3rd Floor, Infill at 3rd Floor, Toilet Partition	TC-11B Loading Dock Equipment (E&R)	
TC-15A Boilers (Eq Purch.)	Including: Steel Stairs & Rails	Supports & Other Misc. Metals for 1st Window of Work; Also Added Hard & Soft Floors & Painting	TC-05B Misc. Metals (all other)	
TC-02B Siterwork/Utilities/Piles/Access Road (E&R)	Catwalk & Rails		TC-02G Landscaping	
TC-01A General Cond.	Cincy Sign Steel		TC-09B Hard Floors/Wall Tile (all other)	
	TC-07A Fireproofing & Acoustical Insulation (E&R)	TC-11A Food Service Equip. (E&R)	TC-09C Soft Floors (all other)	
	TC-03A Concrete	TC-14A Elevators & Escalators (E&R)	TC-09D Painting/Wall Coverings (all other)	
		TC-15B HVAC (E&R)	TC-10B Signage & Graphics (E&R)	
		TC-15C Plumbing (E&R)	TC-07B Roofing (E&R)	
		TC-15D Fire Protection (E&R)	TC-07C Metal Panels & Louvers (E&R)	
		TC-16A Electrical (E&R)	TC-08C Curtainwall (E&R)	
		TC-16B Low Volt Electrical (E&R)	TC-03C Architectural Precast (E)	
		TC-04A Masonry - CMU, Brick, Granite, Pavers (E&R)	TC 02H Hardscape (E&R)	
		TC-08A Doors, Frames, Hardware (E&R)		
		TC-09A Drywall/Ceilings/Operable Parts/Acoust. Wall Panels / Firestopping/Caulk/Sealants (E&R)		
		TC-06A Millwork (E&R)		
		TC-01C Interior Remediation		
		TC-10A Specialties: Glazing & Mirrored Glass / Toilet Part / Toilet Access / Entry Mats / Misc Equip / Misc Furnishings (E&R)		
		TC-08B Overhead Doors (E&R)		
		TC-02E Temp. Conditions (E&R)		
		TC-02F Selective Demolition (E&R)		

Number of Bid Pkg "A" TC's	Number of Bid Pkg "B" TC's	Number of Bid Pkg "C" TC's	Number of Bid Pkg "D" TC's	Total TC's
4	3	17	12	36

Cincinnati Convention Center Expansion and Renovation Project

**Furniture, Fixture and Equipment
Delivery Plan/Schedule
9/12/03**

URS / ProjDel

**Cincinnati Convention Center Expansion and Renovation
Furniture, Fixture and Equipment Delivery**

FF&E Bid Package - 1		
	Start Date	Finished Date
Specs Reviewed & Complete		1/8/04
Advertisement		1/20/04
Bid Period	1/20/04	2/12/04
Pre Bid Mtg		1/29/04
Bid Opening		2/12/04
Award/Purchase Order	2/12/04	3/11/04
Issue Notice To Proceed		3/11/04
Submittal/Review Shop Dwgs	3/11/04	4/8/04
Delivery/Production/Longest Lead Time	4/8/04	6/3/04
Float	6/3/04	7/1/04
Delivered On Site		7/1/04

FF&E ITEMS - Bid Pkg 1

- 1 Tables dollies, stacking for 6' round tables
- 2 Lockers-double tier, 72" high, baked enamel
- 3 Rack storage - 30"x50", tow levels steel drive-in two bays deep
- 4 Truck for 18"x 72" table
- 5 Truck for 30"x72" table
- 6 Truck for 18"x96" table
- 7 Truck for 30"x96" table
- 8 Truck for 48"x96" platform
- 9 8 workstations
- 10 Conference room furniture
- 11 Conference room table
- 12 Task chair with arms
- 13 Administrative Office Temporary Relocation Items
- 14 Chairs, new
- 15 15"h x 16.5" long Skirt
- 16 23"h x 16.5" long Skirt
- 17 28"h x 14" long Skirt
- 18 30"h x 16.5" long Skirt
- 19 39"h x 16.5" long Skirt
- 20 46"h x 16.5" long Skirt

Items part of the electrical bid pkg

- 100 amp panels**
100 amp cords (75")
100 amp cord (10")
60 amp panels
20 amp cords (75")
20 amp spiders
Special Spiders
30 amp cords (10')

**Cincinnati Convention Center Expansion and Renovation
Furniture, Fixture and Equipment Delivery**

FF&E Bid Package - 2		
	Start Date	Finished Date
Specs Reviewed & Complete		1/8/04
Advertisement		8/17/04
Bid Period	8/17/04	9/14/04
Pre Bid Mtg		8/24/04
Bid Opening		9/14/04
Award/Purchase Order	9/14/04	10/12/04
Issue Notice To Proceed		10/12/04
Submittal/Review Shop Dwgs	10/12/04	11/9/04
Delivery/Production/Longest Lead Time	11/9/04	1/4/05
Float	1/4/05	2/1/05
Delivered On Site		2/1/05

FF&E ITEMS

- 1 Riding Scrubber
- 2 Walk Behind Scrubber
- 3 Riding Scrubber
- 4 Pressure Washer
- 5 Wet/Dry Vac
- 6 Battery Vacs
- 7 Carpet Machines
- 8 Miscellaneous Equipment-Restroom Cleaning
- 9 Fleet Equipment-3 Wheel Electric Cart
- 10 Registering Turnstiles w/Ticket Boxes
- 11 45 Ft Articulated Lift
- 12 24 Ft Telescoping Lift
- 13 38 Ft Telescoping Lift
- 14 25 Ft. Platform Scissors Lift
- 15 28" Propane Floor Buffer
- 16 Forklift
- 17 Communications Equipment-Radios w/Chargers
- 18 Grey Garbage Can w/lid
- 19 Folding Coatrack 8' with wheels
- 20 Snow Plow

**Cincinnati Convention Center Expansion and Renovation
Furniture, Fixture and Equipment Delivery**

FF&E Bid Package - 3		
	Start Date	Finished Date
Specs Reviewed & Complete		1/8/04
Advertisement		10/18/05
Bid Period	10/18/05	11/14/05
Pre Bid Mtg		10/25/05
Bid Opening		11/14/05
Award/Purchase Order	11/14/05	12/12/05
Issue Notice To Proceed		12/12/05
Submittal/Review Shop Dwgs	12/12/05	1/9/06
Delivery/Production/Longest Lead Time	1/9/06	3/6/06
Float	3/6/06	4/3/06
Delivered On Site		4/3/06

FF&E ITEMS

- | | |
|---|---|
| 1 Crown power pallet jack | 40 Sign Holders (floor standing) |
| 2 Manual lift jackets (yellow) | 41 Dance Floor 36"x0"x36"-0" |
| 3 Presto lift, Model #452 | 42 Pre-function Benches |
| 4 CFR Cleaning Machine | 43 Pre-function Chairs |
| 5 Cleaner Custodial carts | 44 Pre-function Occasional Tables |
| 6 Utility Carts (water service) | 45 Lounge and dressing room conference table |
| 7 Heavy Duty Tilt Trucks | 46 Lounge and dressing room Task chair with arm |
| 8 6' Round Table | 47 Lounge and dressing room Work surface desk |
| 9 6'x30"x29" Table | 48 Lounge and dressing room Task Chairs |
| 10 6'x18"x29" (classroom) Table | 49 Lounge and dressing room full-length mirror |
| 11 8'x18"x29" (classroom) Table | |
| 12 8'x30"x29" Table | |
| 13 Card Tables | |
| 14 Performance Stage, 24'x68"x32-48" | |
| 15 Articulated Steps | |
| 16 Panel Dolly | |
| 17 6'x8'x16"-24" Rolling Risers | |
| 18 4'x8'x16" Risers | |
| 19 4'x8'x24" Risers | |
| 20 4'x8'x32" Risers | |
| 21 4'x8'x40" Risers | |
| 22 2-rise steps w/handrails (16"&24"h stages) | |
| 23 3-rise steps w/handrails (24"&32"h stages) | |
| 24 4' Guardrails for Stage/Riser | |
| 25 6' Guardrails for Stage/Riser | |
| 26 8' Guardrails for Stage/Riser | |
| 27 Guardrail Dolly | |
| 28 Performance Stage Rack System Units | |
| 29 Garbage cans Aluminum, allow | |
| 30 Chairs dollies, racking system. 50 each | |
| 31 Telescopic Risers - 11 row platforms 11"x6" wide with chairs | |
| 32 Telescopic Risers - 11 row platform 14"x6" wide with chairs | |
| 33 Telescopic Risers - Chairs, Plastic seat and back | |
| 34 Articulated lifts-45 feet | |
| 35 Post "n" rope dolly | |
| 36 Post "n" rope | |
| 37 Fleet Equipment-3 Wheel Electric Cart (Small) | |
| 38 Water pitchers | |
| 39 Trays (camtrays) | |

SBE BUSINESS DEVELOPMENT SERIES

Cincinnati Convention Center Expansion and Renovation "Schedule of Meetings"

<p>"Contractor's Information Meeting" <i>September 23/Tuesday/ 5:30 p.m. - 7:30 p.m.</i> Este Conference Center, 6270 Este Avenue (Carlhage)</p> <p>Participants: Prime Contractors and Small Business Enterprises</p> <p>Purpose: To receive specific project information, as well as obtain knowledge on bidding and proposal submissions.</p>	<p>"City's SBE Process Training" Session <i>November 18/Tuesday/ 5:30 p.m. - 7:30 p.m.</i> Cincinnati Convention Center, Downtown Rooms 260 and 261</p> <p>Participants: Small Business Enterprises and the City of Cincinnati's Small Business Enterprise division.</p> <p>Purpose: To assist and give SBEs more insight into the City's certification and SBE Program Process.</p>	<p>"Contractor's Information Meeting" <i>December 10/Wednesday/ 5:30 p.m. - 7:30 p.m.</i> Este Conference Center, 6270 Este Avenue (Carlhage)</p> <p>Participants: Prime Contractors and Small Business Enterprises</p> <p>Purpose: To receive specific project information, as well as obtain knowledge on bidding and proposal submissions.</p>
<p>"City's Majority Training" Session <i>September 24/Wednesday/Time - TBD</i> <i>Location - TBD</i></p> <p>Key Contact: Alicia Townsend, City of Cincinnati</p> <p>Participants: City Vendors registered with the City</p>	<p>"City's Majority Training" Session <i>November/ Day - TBD/Time - TBD</i> <i>Location - TBD</i></p> <p>Key Contact: Alicia Townsend, City of Cincinnati</p> <p>Participants: City Vendors registered with the City</p>	
<p>"City's SBE Process Training" Session <i>October 23/Thursday/ 5:30 p.m. - 7:30 p.m.</i> <i>Location - TBD?</i></p> <p>Participants: Small Business Enterprises and the City of Cincinnati's Small Business Enterprise division.</p> <p>Purpose: To assist and give SBEs more insight into the City's certification and SBE Program Process.</p>	<p>"Primes & Partnerships" Networking Session <i>December 2/Tuesday/5:30 p.m. - 7:30 p.m.</i> <i>Location - TBD?</i></p> <p>Participants: Prime Contractors and Small Business Enterprises</p> <p>Purpose: To identify potential Prime SBE partnerships. Explore business ventures and opportunities to become more familiar with business relationships.</p>	<p>"City's SBE Process Training" Session <i>October 23/Thursday/ 5:30 p.m. - 7:30 p.m.</i> <i>Location - TBD?</i></p> <p>Participants: Small Business Enterprises and the City of Cincinnati's Small Business Enterprise division.</p> <p>Purpose: To assist and give SBEs more insight into the City's certification and SBE Program Process.</p>

*Please contact us with any questions that you may have at Ellington Management Services, Inc. at
(513) 554-4012 x11 or D. Butler
Management Consulting at
(513) 946-8195.*